

# OFFICE OF FINANCIAL MANAGEMENT

ACCOUNTING DIVISION

## *Agency Financial Reporting System*

### Table Maintenance Overview

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## **Table of Contents**

Overview of Table Maintenance	<b>TM-1</b>
AFRS On-Line Tables	<b>TM-2</b>
Table Maintenance Menu	<b>TM-5</b>
Table Maintenance Security	<b>TM-6</b>
 Appendix – AFRS Codes	 <b>TM-8</b>

## Overview of Table Maintenance

AFRS tables are non-financial files containing valid codes, titles, and reference data used in editing and reporting AFRS financial data. Some tables are statewide and some are agency tables. OFM maintains the statewide tables containing codes and vendor records that are used by all agencies. Agencies have 'view only' access to these tables. Agency staffs maintain the agency tables for their respective agencies. AFRS provides real time updates and edits to the tables.

AFRS tables are an agency's vehicle for establishing and maintaining their coding structure for a biennium. The coding structure will drive the agency's ability to report activity and budget status to agency management, OFM and legislative agencies. Thus, it is imperative that agency staff tasked with development of the "chart of accounts" thoroughly understand the AFRS table structure. It is equally important to ensure that security for AFRS table updates is given only to appropriate staff. Reference the Table Maintenance Security section beginning on page TM-7.

The AFRS tables are used as instant edits to check for valid codes on all transactions input on-line or interfaced to AFRS using the pre-edit option. During the nightly AFRS processing, all transactions are edited against the AFRS tables for valid coding in addition to being edited for account control errors.

All AFRS Tables are biennium-specific (referred to as "biennialized") **except** the following:

- Project Control (Agency maintains)
- Agency Vendor Edit (Agency maintains)
- Statewide Vendor (OFM maintains)
- Transaction Code (OFM maintains)
- Certain Statewide Descriptor Tables (D30, D49, D81 – OFM maintains)

This means that each table record is assigned to a specific biennium and is only valid for that biennium. However, agencies may assign the same codes to more than one biennium.

## AFRS On-Line Tables

The charts below and on the following two pages summarize the functions of each table accessed via the Table Maintenance Menu and indicate, for each agency table, if its use by agencies is required or optional. For more detailed information, please refer to the user manual for the respective table.

Menu #	STATEWIDE	PURPOSE
8	<b>TD - Transaction Code Decision</b>	Predefines - General ledger accounts posted - Files Posted - Posting Rules & Edits
1 + AD menu	<b>DT - Statewide Descriptor</b>	Predefines - Statewide Codes/Titles - <u>Control</u> <u>data</u> for edits - Financial Statement Sort Codes

Menu #	AGENCY TABLE	DEFINES:
1	<b>DT - Agency Descriptor</b>	<ul style="list-style-type: none"> <li>Valid agency codes/titles</li> <li><b>REQUIRED:</b> D01 - Agency D07 - Appropriation D16 - Program D32 - Subsidiary</li> </ul> <p><b>Note:</b> Descriptor Tables must be added before associated AI, PI, OI, PC Tables may be added. Reference Appendix for list of descriptor tables related to each index code.</p>
2	<b>OI - Organization Index</b>	<ul style="list-style-type: none"> <li>Organization coding structure</li> <li>Organization control levels</li> <li><b>OPTIONAL</b></li> </ul> <p><b>Note:</b> Organization Series Descriptor Tables D2 and D3-D6, if used, must be added first.</p>
3	<b>AI - Appropriation Index</b>	<ul style="list-style-type: none"> <li>Account/appropriation/appn. character/appn. type</li> <li>Appropriation control dates</li> <li><b>REQUIRED</b> for both appropriated and non-appropriated accounts if transactions post expenditures/expenses/ encumbrances/FTE's</li> </ul> <p><b>Note:</b> Descriptor Tables D07 (Agency) and D26 (OFM) must be added first.</p>

Menu #	AGENCY TABLE	DEFINES:
4	PI - Program Index	<ul style="list-style-type: none"> <li>Function/program coding structure</li> <li><b>REQUIRED</b> for both appropriated and non-appropriated accounts if transactions post expenditures/expenses/ encumbrances/FTE's</li> </ul> <p><b>Note:</b> Program Series Descriptor Tables D16 and D17-D20 (Agency), if used, and D27 (OFM) must be added first.</p>
5	PC - Project Control	<ul style="list-style-type: none"> <li>Project type/project/sub-project/phase</li> <li>Project control levels &amp; control dates</li> <li><b>OPTIONAL</b></li> </ul> <p><b>Note:</b> This table is NOT biennialized. Project Related Descriptor Tables D42 and D43-D44, D46, and D47 (if used) must be added first.</p>
7	OC - Organization Control	<ul style="list-style-type: none"> <li>Warning, Fatal, and Ignore edits for data and account errors</li> <li>Displays system management record for 'open' and 'closed' fiscal periods.</li> <li><b>REQUIRED</b></li> </ul> <p><b>Note:</b> Temporary settings are needed at beginning of new biennium until allotments are approved.</p>
9	MI - Master Index	<ul style="list-style-type: none"> <li>Relationship between combinations of AFRS coding elements</li> <li>Allocation by predefined % and coding elements</li> <li>Control dates (optional)</li> <li><b>OPTIONAL</b></li> </ul> <p><b>Note:</b> Master Index records cannot be added until associated descriptor tables and index codes have been added.</p>

The following chart lists the other tables that are accessed via the Table Maintenance Menu, but for which user documentation is maintained elsewhere. These are all agency tables.

Menu #	AGENCY TABLES	PURPOSE / USER MANUAL TITLE
A	Transaction Edit Controls	<p><b>Purpose:</b> allows agencies to exert tighter controls over certain AFRS table and input coding than provided by normal AFRS edits</p> <p><b>Manual:</b> AFRS Agency Edit Control</p>
B	IAP Multi Fund Breakout	<p><b>Purpose:</b> establishes IAP receipt distribution to multiple funds</p> <p><b>Manual:</b> Call AFRS Help Desk at (360) 664-7725 for assistance</p>
C	IAP Receipt Batch Control	<p><b>Purpose:</b> establishes request for AFRS-generated IAP receipt batch and determines batch type and coding elements for transactions</p> <p><b>Manual:</b> Call AFRS Help Desk at (360) 664-7725 for assistance</p>
D	DSHS Edits & CAS Tables	<p><b>Purpose:</b> provides access to DSHS-specific tables for special AFRS edits and Cost Allocation System (CAS) updates</p> <p><b>Manual:</b> Cost Allocation System User Manual</p>
P	Project Purge Maintenance	<p><b>Purpose:</b> allows agencies to control elimination of financial files and tables associated with projects</p> <p><b>Manual:</b> AFRS Project Purge Manual</p>

## Table Maintenance Menu

The purpose of the **Table Maintenance Menu** screen (TM) is to provide access to other AFRS table screens.

1. To access the **Table Maintenance Menu** screen (TM):

Enter *TM* on the **AFRS Primary Menu**.

OR

From other AFRS screens, type *TM* in the transfer field **TR:**\_\_\_\_ and press [Enter].

```
=== AFRS =(TM)===== TABLE MAINTENANCE MENU ===== C105P05C ===
TR: _____

  1 -- DESCRIPTOR                                A -- TRANSACTION EDIT CONTROL
  2 -- ORGANIZATION INDEX                        B -- IAP MULTI-FUND MAINTENANCE
  3 -- APPROPRIATION INDEX                      C -- IAP RECEIPT BATCH CONTROL
  4 -- PROGRAM INDEX                            D -- DSHS TABLES MAINTENANCE
  5 -- PROJECT CONTROL                          P -- PROJECT PURGE MAINTENANCE
  7 -- ORGANIZATION CONTROL
  8 -- TRANSACTION CODE DECISION
  9 -- MASTER INDEX

                                SELECT FUNCTION: _

                                PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT
```

2. Type in the number of the table to be worked on. For example, type **1** to access the **Descriptor Maintenance** screen (TM.1).
3. Press [Enter].

## Table Maintenance Security

Access to view, print and update the AFRS tables are controlled by the respective Table Maintenance security flags (**TM FLAGS**) that can be viewed on the **System Security Maintenance** screen (SS.1). Valid security flags for table maintenance are:

- 0 = No access
- 1 = View and Print
- 2 = Update, View and Print
- V = View only (no Print)

```

=== AFRS =(SS.1)===== SYSTEM SECURITY MAINTENANCE ===== C105P412 ===
TR: _____ FUNCTION: V (A=ADD, C=CHNG, D=DEL, V=VIEW, N=NEXT)
AGENCY: 9990 LOGONID: TRAF105 AFRS SECURITY: 0 STOP USE DATE: _____

NAME: TRAINING_____ PHONE: 360 664 7691

BATCH INPUT RELEASE      BATCH INPUT RELEASE
**      1      2      ---      -      -
FINANCIAL                ---      -      -
TRANSACTIONS             ---      -      -
BATCH                    ---      -      -
FLAGS                    ---      -      -
WARR WRITE: 1      PROJECT PURGE: 1

TM FLAGS - DT: 1 OI: 1 AI: 1 PI: 1 PC: 1 VE: 2 SWVE: V OC: 1 TD: 1 MI: 1
MF FLAGS - APPN: 1 ALLOT: 1 GRANT PRJ: 0 OPERATING: 0 SUBSID: 1 GEN LGR/DOC : 1
RC FLAGS - MRS DESIGN: 1 MRS SUBMIT: 1 RPT REQ: 1 O-D DESIGN: 1 O-D SUBMIT: 1
DR FLAGS - DISB: 1 1099: 1 OMWBE: 1 PURGE: 1 TRAN SEL: 1 PROF: 1 JOBCARD: 0
SC FLAGS - BROADCAST: 0 ACTION MSG: 0 JOB CARD: 0 TRAN RESTRICT: 0 UPDATE SM: 0

PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT

RECORD FOUND
  
```

Each of the table maintenance security flags (shown in the shaded box above) control access to one or more AFRS screens. The table below shows which AFRS screens are controlled by each security flag and the available security levels.

Security Flag Name	Abbrev on SS.1	Controls Access to AFRS Screens:	Security Level			
<ul style="list-style-type: none"> <li>Descriptor Tables               <ul style="list-style-type: none"> <li>IAP Multi Fund Breakout</li> <li>Payment Process Controls</li> <li>DSHS Tables (Agency 3000 only)</li> <li>DSHS CAS Maintenance</li> </ul> </li> </ul>	DT	TM.1 TM.B VE.6 TM.D, TM.D.1-.2, TM.D.4-.5, TM.D.7 TM.D.A-.I, TM.D.R	0	1	2	V
<ul style="list-style-type: none"> <li>Organization Index Table</li> </ul>	OI	TM.2	0	1	2	V
<ul style="list-style-type: none"> <li>Appropriation Index Table</li> </ul>	AI	TM.3	0	1	2	V



Security Flag Name	Abbrev on SS.1	Controls Access to AFRS Screens:	Security Level			
• Program Index Table	PI	TM.4	0	1	2	V
• Project Control Table	PC	TM.5	0	1	2	V
• Vendor Table Combined Vendor Selection Add Vendor No. to DRS Records	VE	VE.2, VE.2.1, VE.2.2, VE.2.3, VE.2.5 IN.1.V DS.5	0	1	2	V
• Statewide Vendor Table Statewide Vendor Selection Combined Vendor Selection	SWVE	VE.3 IN.1.S (C105P2VE) IN.1.V	0	1		V
• Organization Control Table	OC	TM.7	0	1	2	
• Transaction Code Decision Table	TD	TM.8-TM.8.1		1		V
• Master Index Table	MI	TM.9	0	1	2	V

## **Appendix**

The first page of the appendix contains a list of AFRS codes and indicates

- the length and character type [alpha (a), numeric (n), or alphanumeric (x)] for each code
- if the table is Statewide (maintained by OFM) or Agency (maintained by each individual agency)
- the table ID

The second page provides the definitions for the AFRS data elements and input codes.

# State of Washington Data Classification Structure

<u>DATA ELEMENT</u>	<u>INPUT CODES</u>	<u>CODES REF. IN TABLES</u>	<u>STATEWIDE or AGENCY</u>	<u>TABLE ID</u>
<b>AGENCY</b>				
Agency		xxx	Statewide/Agency	D53, 01
Sub-Agency		x	Agency	D01
<b>CODES</b>	<b>TRAN CODE</b>	nnn	Statewide	<b>TC</b>
General Ledger	(Var)	(nnnn)	Statewide	D31
Memorandum		nnnn	Statewide	D33
Subsidiary (Debit)	xxxxxx	xxxxxx	Statewide/Agency	D32
“ (Credit)	xxxxxx	xxxxxx	Statewide/Agency	D32
	<b>MASTER INDEX</b>	xxxxxxxx All codes below	Agency	<b>MI</b>
<b>ACCOUNT</b>				
Account Code	xxx or	xxx	Statewide	D22
<b>APPROPRIATION</b>	<b>APPR. INDEX</b>	xxx	Agency	<b>AI</b>
Appropriation		xxx	Statewide/Agency	D26, 07
Appn. Type		x	Statewide	D08, 26
Appn. Character		n	Statewide	D09, 26
<b>PROGRAM</b>	<b>PROG. INDEX</b>	xxxxx	Agency	<b>PI</b>
Function		nn	Statewide	D15, 27
Program		xxx	Statewide/Agency	D27, 16
Sub-Program		xx	Agency	D17
Activity		xx	Agency	D18
Sub-Activity		xx	Agency	D19
Task		xx	Agency	D20
<b>ORGANIZATION</b>	<b>ORG. INDEX</b>	xxxx	Agency	<b>OI</b>
Division		xx	Agency	D02
Branch		xx	Agency	D03
Section		xx	Agency	D04
Unit		xx	Agency	D05
Cost Center		xx	Agency	D06
<b>PROJECT</b>			Agency	<b>PC</b>
Project Type		x	Statewide	D41
Project	xxxx *	xxxx	Agency	D42
Sub-Project	xx *	xx	Agency	D43
Project Phase	xx *	xx	Agency	D44
<b>OBJECT OF EXPENDITURES</b>				
Object		nn	Statewide	D10
Sub-Object	aa	aa	Statewide	D11
Sub-Sub-Object	xxxx	xxxx	Statewide/Agency	D12
<b>REVENUE SOURCE</b>				
Major Group	nn	nn	Statewide	D34
Major Source	nn	nn	Statewide	D35
Sub-Source	xxxxxx	xxxxxx	Agency	D36
<b>OTHER</b>				
Workclass	xxx	xxx	Agency	D40
County	nnn *	nnn	Statewide	D37
Cities and Towns	nnnn *	nnnn	Statewide	D38
Allocation Code	xxxx	xxxx	Agency	D63
Budget Unit	xxx *	xxx	Agency	D13
Month of Service	yymm	yymm	Agency	-

\* May be Included In Organization Index.

(a = alpha, n = numeric, x = alphanumeric)

DATA ELEMENT or INPUT CODE	DEFINITION
Agency	A distinct operational unit of state government.
Sub-Agency	A lower level of agency. Default value is zero.
<b>TRANSACTION CODE</b>	<b>An input device used to post financial transactions to a valid combination of general ledger accounts.</b>
General Ledger Code	A code that posts an accounting event to assets, liabilities, equity and/or operating accounts.
Memorandum Code	A code, beginning with zero, which uses the g/l field to post statistical data such as staff months.
Subsidiary Acct. (Debit)	Lower levels within an asset or liability general ledger that is being debited.
“ Acct. (Credit)	Lower levels within an asset or liability general ledger that is being credited.
<b>MASTER INDEX (MI)</b>	<b>An input device which (1) establishes a valid combination of coding elements, e.g., AI, PI, OI, Project; (2) may split a voucher amount into multiple lines of coding with amounts based on %'s on MI Table.</b>
<b>APPR. INDEX (AI)</b>	<b>An input device which establishes a valid combination of fund/ appropriation classification elements.</b>
Account Code	A fiscal and accounting entity with a self-balancing set of general ledger codes in which cash and other financial resources, together with all related liabilities and residual equities or balances, are recorded and segregated for the purpose of carrying on specific activities or attaining certain objectives.
Appropriation	Legislative authorization for agencies to incur expenditures/expenses within specific limitations as to time, purpose, and amount.
Appn. Type	Categorizes an appropriation as being: (1) state, (2) federal, (3) federal-unanticipated, (4) governor's emergency allocation, (5) Title XX federal (DSHS only), (6) nonappropriated, (7) private-local, (9) private/local-unanticipated, or (X) prior-biennium liability liquidation.
Appn. Character	Categorizes an appropriation as (1) operating or (2) capital.
<b>PROG. INDEX (PI)</b>	<b>An input device which establishes a valid combination of function and program data elements.</b>
Function	Categorizes a program as being: (10) operating, (20) capital, or (70) non-budgeted.
Program	Historic categories used in budgetary reporting which identifies major activities of an agency.
Sub-Program	Lower levels within a program.
Activity	Lower levels within a sub-program.
Sub-Activity	Lower levels within an activity.
Task	Lower levels within a sub-activity.
<b>ORG. INDEX (OI)</b>	<b>An input device which establishes a valid combination of organization data elements.</b>
Division	Identifies organization/management units which cut across program lines.
Branch	Lower levels within a division.
Section	Lower levels within a branch.
Unit	Lower levels within a unit.
Cost Center	Lower levels within a cost center.
<b>PROJECT</b>	<b>A code used to post data for grants or capital projects that cross biennium lines.</b>
Project Type	Categorizes a project as being: (1) federal grant, (2) capital project, (3-7, 0) agency operating, (9) interagency reimbursement, or (A-Z, #) lottery games.
Project	A code used to post data for grants or capital projects that cross biennium lines.
Sub-Project	Lower levels within a project.
Project Phase	Lower levels within a sub-project.
<b>OBJECT OF EXPENDITURES</b>	
Object	Categories of state expenditures: e.g., (a) salaries, (b) benefits, (e) goods and services,. etc.
Sub-Object	Lower levels within an object: e.g., (ea) supplies, (eb) communications, (ec) utilities, (ed) rentals, etc.
Sub-Sub-Object	Lower levels within a sub-object.
<b>REVENUE SOURCE</b>	
Major Group	The highest category of revenue.
Major Source	Lower levels within the major group.
Sub-Source	Lower levels within the major source.
<b>OTHER</b>	<b>Fields available for use by any agency. Reporting available through ADDS.</b>
Workclass	Optional field. Agency may specify code/title on D40 Table.
County	Optional field. A valid county code from D37 Table must be used.
Cities and Towns	Optional field. A valid City/Town code from D38 Table must be used.
Allocation Code	Optional field. Agency may specify code/title on D63 Table. (Used by DSHS.)
Budget Unit	Required for DOC and DSHS. Optional for other agencies. Agency may specify code/title on D13 Table
Month of Service	Contact OFM to have posting for this field turned on.

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